

## Employment Benefits

- Self-insured Health Insurance Program which offers:
  - ♦ Health Reimbursement Account
  - ♦ Dependent Care Flexible Spending Account
- State-sponsored Life Insurance
- Kentucky Employee Assistance Program
- Kentucky Employee Suggestion System
- Kentucky Employee Mediation Program
- Adoption Benefit Program
- Kentucky Workers' Compensation Program
- Kentucky Return-to-Work Program
- Kentucky Public Employees' Deferred Compensation Authority
- Paid State Holidays
- Vacation and Sick Leave

### For More Information:

<http://personnel.ky.gov>

The Commonwealth of Kentucky does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability in employment or the provision of services. Reasonable accommodations are provided upon request.

## Co-op/Intern Program

Did you know you can gain practical experience on the job and academic credit?

Contact:

Co/Op Intern Program Coordinator  
Personnel Cabinet  
501 High Street  
State Office Building, 1st Floor  
Frankfort, KY 40601  
502-564-5248  
[Rebekah.Singleton@ky.gov](mailto:Rebekah.Singleton@ky.gov)

### Office Hours

Monday: 8:00 a.m. – 4:30 p.m.  
Tuesday: 8:00 a.m. – 4:30 p.m.  
Wednesday: 8:00 a.m. – 4:30 p.m.  
Thursday: 8:00 a.m. – 4:30 p.m.  
Friday: 8:00 a.m. – 4:30 p.m.  
State Holidays: CLOSED

Division of Career Opportunities  
Phone Number: (502) 564-8030



# PERSONNEL CABINET



## Co-Op/Intern Employment Guide

Everything you need to know  
about applying for a state job.



## Preparing to Apply for Merit Employment

In preparing to apply for a job:

- Access to the Internet is required. You can use your personal computer. If you do not have a computer, computers are available at:
  - ♦ Public Libraries
  - ♦ Personnel Cabinet's computer lab at 501 High Street, First Floor, Frankfort, KY 40601
- The first time you use the system, allow 45 - 60 minutes to register and complete an application.
- Have handy a resume or other job history and skills information to help you fill out the application.
- If you do not have an e-mail account, you will need to create one. Instructions are provided on the *Career Opportunities* web page to create a free e-mail account.

## On-Line Application Process

To apply for a merit position you will need to access the Personnel Cabinet's web page at <http://personnel.ky.gov>. Go to the *Career Opportunities* link. Once on this page, you will be able to apply for a job in 5 easy steps:

- |        |   |
|--------|---|
| STEP 1 | SEARCH FOR AN OPEN JOB                  |
| STEP 2 | CREATE A PROFILE                        |
| STEP 3 | SUBMIT A RESUME (IF APPLICABLE)         |
| STEP 4 | COMPLETE AN APPLICATION                 |
| STEP 5 | SUBMIT APPLICATION TO PERSONNEL CABINET |

An on-line tutorial is available to walk you through the application process. In addition, there are HELP links on every section.

You are required to apply (self-nominate) for every position for which you are interested. Once you have applied for a job, you should check your e-mail for confirmation that your request was received.

## Merit Job Examples

- Social Worker
- Probation and Parole Officer
- Staff Attorney
- Forensic Chemist
- Revenue Auditor
- Environmental Health Inspector
- Transportation Engineer
- Wildlife Biologist
- Vocational Rehabilitation Specialist
- Computer Programmer/Analyst

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## Helpful Hints

- The Personnel Cabinet has 8 computers available in the computer lab for you to apply on-line.
- An on-line tutorial is available to walk you through the application process.
- You can choose criteria such as job title, salary, agency, and county and ask to be notified by e-mail when vacant positions match your preferences.